ANCC
AMERICAN NURSES CREDENTIALING CENTER
MAGNET

Magnet Recognition Program®

Applicant User Manual

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Overview

This User Manual provides detailed instructions with step-by-step guidance to Magnet applicants who would like to register and submit an application. Users will gain knowledge of various interface elements and their functions. Applicants will be able to review and manage important documents and submit necessary payments.

Users will find valuable information throughout this manual for individual and group learning. The OARS2 System has been designed to provide consistency across all modules and programs to ensure a cohesive and User-friendly experience.

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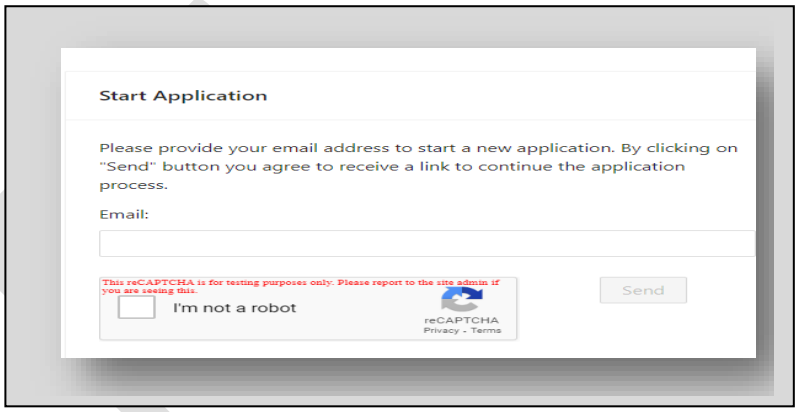
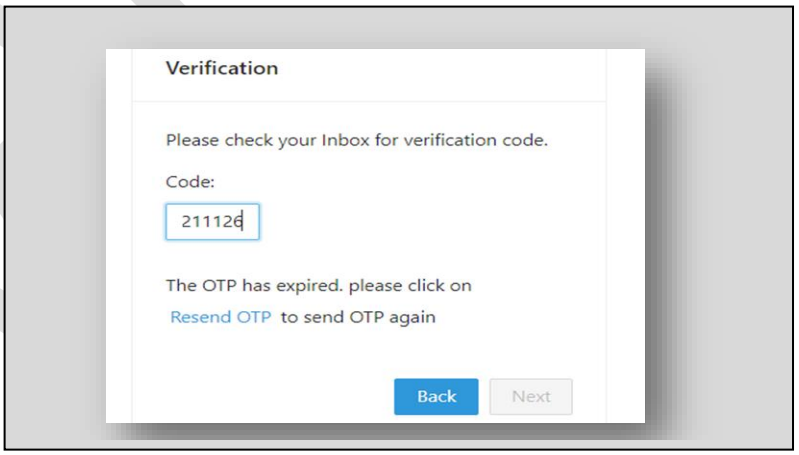
Pre-Registration

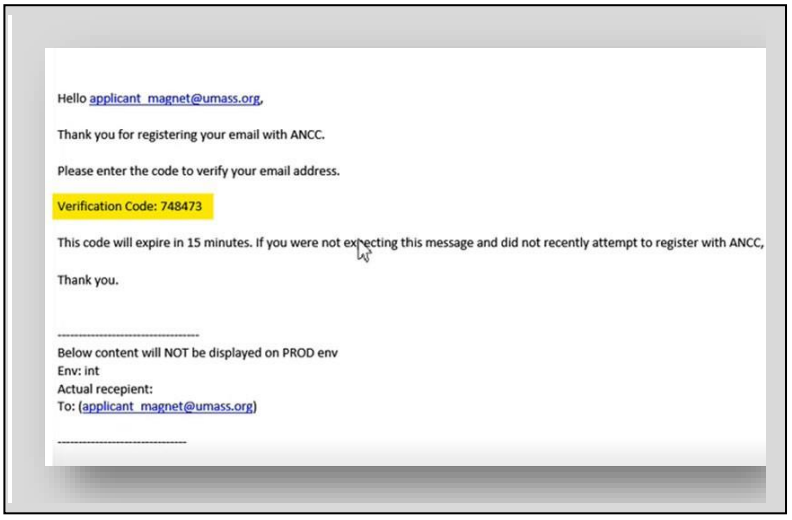
Pre-registration Page

The applicant or an applicant representative can pre-register their organization through the organization's registration page.

1. *Click* here to access OARS2 (via nursingworld.org)
2. *Follow* the prompts on the Registration Page
3. *Insert* Email Address, *Check* "I am not a robot," and *Hit* Send.
4. A Verification Code will be sent to the email address provided in Step 3. The verification code will expire 15 minutes after the email has been received.
   Note: if your verification code expires before you can use it, you must restart the process.
5. *Retrieve* and *Enter* the verification code in the space provided and *Hit* Next.







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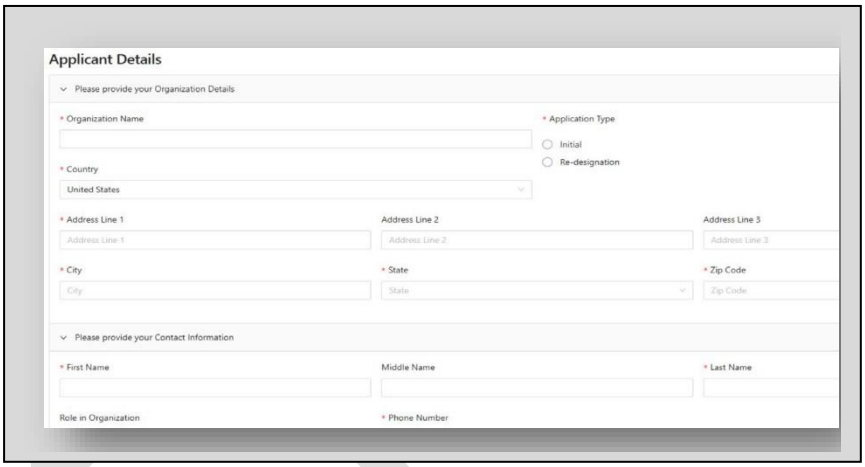
Applicant Details

The User will see an online registration form, which must be completed.

1. *Enter* Organization Full Name
   (Refrain from using acronyms or initials)
2. *Select* Application Type
   - Initial (New Applicant)
   - Redesignation (Existing Applicant)
3. *Enter* Country/Region
4. *Enter* Full Address
5. *Enter* Phone Number
6. *Enter* Contact Information
7. *Click* Submit



Congratulations! You have successfully submitted your registration request and should now see a Confirmation Page with information about the next steps.

Registration Approval

Registration Approval and Application Onboarding

Once your registration has been approved, you will receive a "Registration Approved" email containing your username and temporary password.

1. Click the website displayed in the email https://magnet.nursingworld.org/
2. *Insert* your Login Credentials, also located in the email, and *Click* the Login.
3. Follow the prompt to reset your password.
4. An “Important Announcements” page will appear.
5. *Select* “Continue Application” to proceed.

Application

Instructions

The Instructions tab will appear once you’ve successfully logged into the OARS system.
Each stage of the application will be presented as a Step Wizard. All mandatory fields are required to successfully complete each section. The “X” indicates one or more mandatory fields have not been completed.

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1. You will be able to navigate through each section of the form by clicking the Continue button or selecting a button on the Step Wizard.
2. Data entered is saved in the respective fields as it is entered.
3. You will be able to see the section you are currently working in within the Step Wizard.

Magnet Application Form:

1. Instructions
2. Org Name and Location
3. General Information
4. Chief Nursing Officer
5. Primary Magnet Program Director
6. Secondary Magnet Program Director
7. Supporting Documents
8. Statement of Understanding
9. Review & Submit Application

Org Name and Location

Specific fields will be automatically populated from the Pre-registration page and will be non-editable. There will be options for some of the data to be updated and saved in the application.

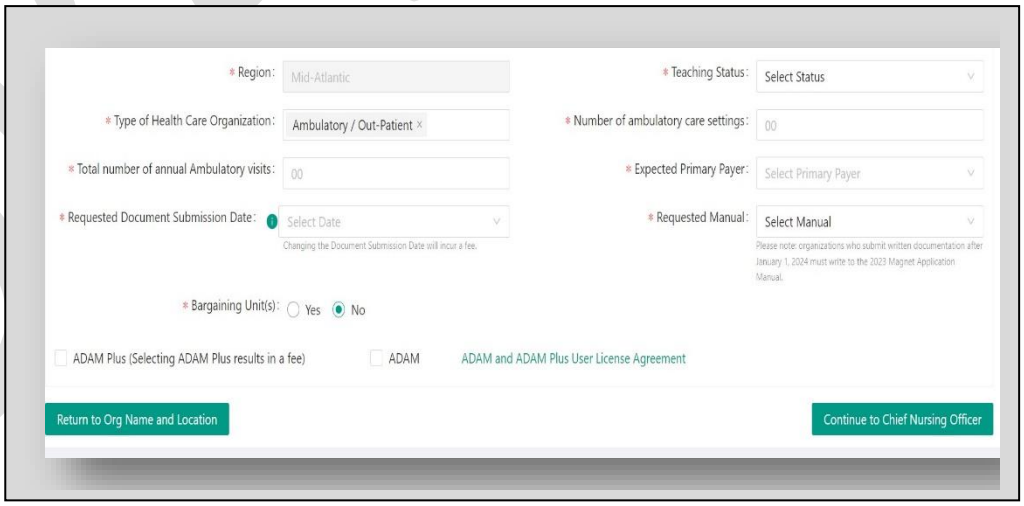
General Information

Legacy Health Care System: To determine your organization's status, please review the 2023 Manual.

Region: Your organization's region is determined by its location. If the organization is outside of the United States, the region will be displayed as "International".

Type of Health Care Organization: One of two forms will appear, based on the organization's selection type.

If Ambulatory / Out-Patient is selected, this form will display.



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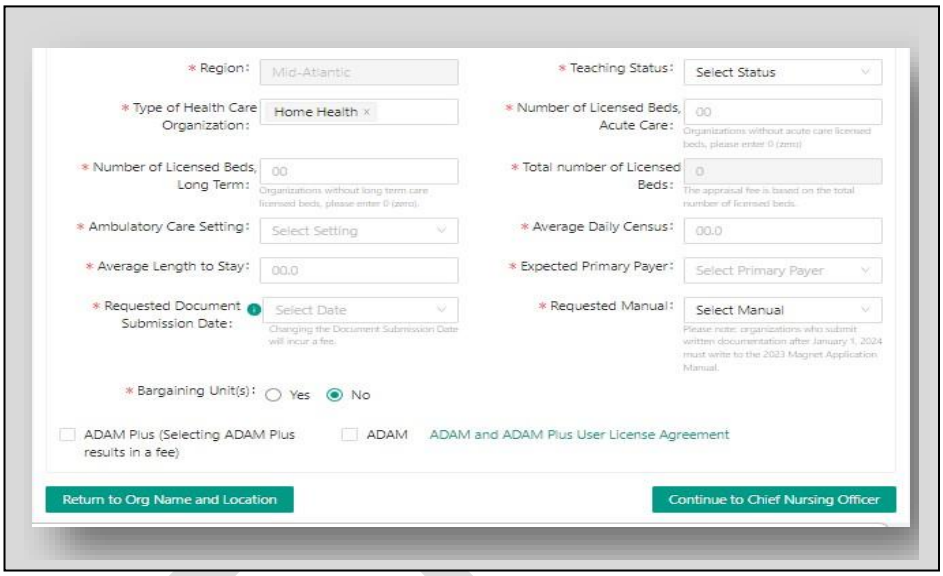
This form will appear for all other selected types.



Chief Nursing Officer

Enter the CNO's email address and *Select* the search button. If there is a matching email within the system, you can verify and accept the information. If there is no match, you will be prompted to complete form.

Primary Magnet Program Director

Enter the Primary MPD's email address and *Select* the search button. If there is a matching email within the system, you can verify and accept the information. If there is no match, you will be prompted to complete form.

Secondary Magnet Program Director (Optional)

Enter the Secondary MPD email address and *Select* the search button. If there is a matching email within the system, you can verify and accept the information. If there is no match, you will be prompted to complete form.

Supporting Documents

The supporting documents page displays the file upload guidelines and allows you to upload documents.

1. *Click* Upload Additional Supporting Documents Tab
2. *Choose* File to open a dialog window and upload the file.
3. *Choose* Description in the drop-down menu.
4. *Add* Additional Info (Optional)
5. *Hit* Save (Required to save uploads)
6. Uploaded files will appear in the 'Supporting Documents' window.

Required Supporting Document

1. CNO CV
2. Facility Org Chart
3. Nursing Org Chart
4. Externally managed databases
5. IRB attestation letter
6. Nurse Leadership Education and Reporting Table
7. List of campuses

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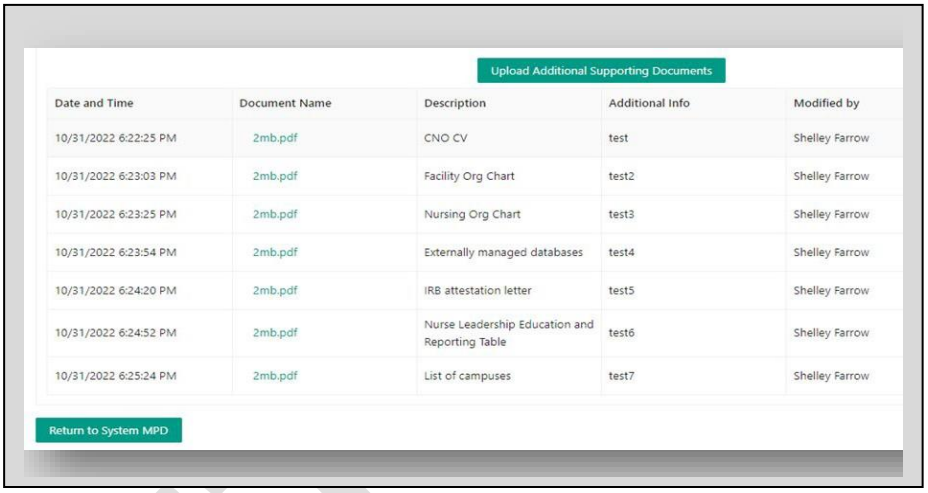
Additional Notes:

- Max file size per upload - 60MB
- Max file size name - 255 characters
- File Formats: Word, PDF, PPT, Excel
- At least 1 file should be uploaded for each document.



Upload Additional Supporting Documents

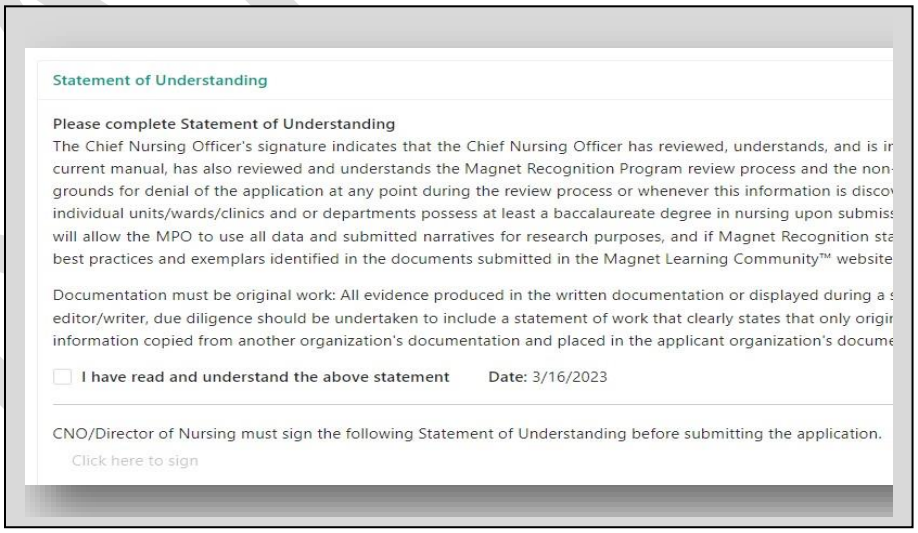
Date and Time	Document Name	Description	Additional Info	Modified by
10/31/2022 6:22:25 PM	2mb.pdf	CNO CV	test	Shelley Farrow
10/31/2022 6:23:03 PM	2mb.pdf	Facility Org Chart	test2	Shelley Farrow
10/31/2022 6:23:25 PM	2mb.pdf	Nursing Org Chart	test3	Shelley Farrow
10/31/2022 6:23:54 PM	2mb.pdf	Externally managed databases	test4	Shelley Farrow
10/31/2022 6:24:20 PM	2mb.pdf	IRB attestation letter	test5	Shelley Farrow
10/31/2022 6:24:52 PM	2mb.pdf	Nurse Leadership Education and Reporting Table	test6	Shelley Farrow
10/31/2022 6:25:24 PM	2mb.pdf	List of campuses	test7	Shelley Farrow

Return to System MPD

Statement of Understanding

The CNO must review and submit the Statement of Understanding, indicating that they have reviewed, understands, and complies with all the Magnet Recognition Program's® eligibility requirements.

1. *Click* the checkbox.
2. *Click* and *Sign* the Statement of Understanding.
3. A DocuSign page will appear, and the SOU will be visible.
4. The CNO must sign the electronic document.
5. Once the SOU is signed, the User will return to the 'Statement of Understanding' page.



Statement of Understanding

Please complete Statement of Understanding
The Chief Nursing Officer's signature indicates that the Chief Nursing Officer has reviewed, understands, and is ir
current manual, has also reviewed and understands the Magnet Recognition Program review process and the non-
grounds for denial of the application at any point during the review process or whenever this information is disco
individual units/wards/clinics and or departments possess at least a baccalaureate degree in nursing upon submis
will allow the MPO to use all data and submitted narratives for research purposes, and if Magnet Recognition sta
best practices and exemplars identified in the documents submitted in the Magnet Learning Community™ website

Documentation must be original work: All evidence produced in the written documentation or displayed during a
editor/writer, due diligence should be undertaken to include a statement of work that clearly states that only origi
information copied from another organization's documentation and placed in the applicant organization's docume

I have read and understand the above statement Date: 3/16/2023

CNO/Director of Nursing must sign the following Statement of Understanding before submitting the application.
Click here to sign

Review & Submit Application

You may review your entire application before submitting it for approval. The system will alert the User if there's missing information in a required field. If this happens, return to the section with a red "X" and add the missing information.

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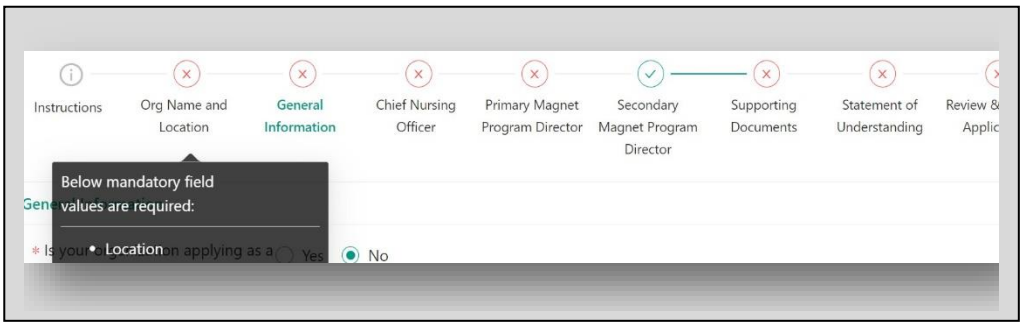
1. Once all required information has been provided, the application is ready to be submitted.
2. Once the application has been submitted, the User can return to the dashboard.
3. If additional documentation is required, the CNO will receive a notification that an update has been placed in the Notes section.



Reminder: Review the Notes section periodically for updates.

Invoice

Invoice

Within seven to ten (7-10) business days of applying, the CNO will receive an email notification regarding your Magnet Application Fee and Invoice. The Magnet Program Office must receive your organization's payment before your application can be approved. Follow the steps below to access your organization's invoice.

1. *Select* the "Invoice" tab from the Main Menu
2. *Click* the Invoice History Page to display the previous invoices.
3. *Navigate* to the current Invoice.
4. *Select* the "View/Pay" icon to submit a payment.
5. *Select* your choice of payment and follow the payment prompts.
   - Check
   - eCheck
   - Credit Card (*currently unavailable*)

   Note: Select the "View Invoice" button to view and download a copy of the invoice.

Invoice Details

1. Organization Name
2. Application Number
3. Product Name
4. Sent Date
5. Paid Date
6. Status
7. Amount Due
8. Review Cycle
9. Payment Type
10. Action Column
11. View/Pay Icon (Displays the organization's invoice details)

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